

10 May 1977

77-6203/10

DDA

MEMORANDUM FOR: Director of Personnel

SUBJECT: Revision in Trial Period

REFERENCE: Your Memorandum to the A/DCI, Dated 15 February 1977
Same Subject

1. I have considered the recommendations contained in the reference as well as responses and comments made by the Deputy Directors of Intelligence, Operations, and Science and Technology. Based upon the Agency's special requirements for lengthy training periods for many new employees, and because our unique missions often make an adequate performance evaluation difficult after only twelve months, I have determined that it is necessary and desirable to extend the probationary period.

2. Our regulations should be revised to reflect the following:
- a. Establishment of a probationary period of three years;

(1) During the first two years of this period involuntary termination of employment may be effected by the Director of Personnel in accordance with standards currently applicable. There shall be no appeal.

(2) During the third year involuntary termination may be effected as in (1) above, but the Director of Personnel's decision may be appealed to the Director of Central Intelligence.

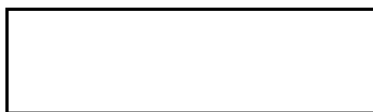
b. Fitness Reports and a recommendation for either continuation of employment or termination shall be required before the end of each year of the trial period.

c. Proposals for involuntary termination shall be supported by written statements and shall be accompanied by recommendations or comments of officers from the employee's immediate supervisor through the head of the career service.

d. A preference for early resolution of apparent cases of unsuitability or poor performance. Recommendations for involuntary termination after the second year of the trial period shall include an explanation by the head of the career service of those factors which precluded an earlier recommendation for termination.

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3. Pursuant to the provisions of 5 United States Code Section 302, the National Security Act of 1947, as amended, and the CIA Act of 1949, as amended, I hereby delegate to the Director of Personnel the authority of the Director of Central Intelligence as head of the Central Intelligence Agency to effect involuntary terminations of employment during the trial period, as outlined in the preceding paragraph. Any involuntary termination beyond the trial period established herein shall be accomplished only by decision of the Director or the Deputy Director of Central Intelligence.



E. H. Knoche

Deputy Director of Central Intelligence

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